

**DIVISION OF JUVENILE JUSTICE
TRAVEL AND SUBSISTENCE GUIDELINES
EFFECTIVE 7-1-06**

TRAVEL: DJJ will pay commuter-type transportation costs from your headquarters (this may be your home) to the place of the meeting, training, etc. Amounts claimed without justification are considered taxable income.

TRAVEL BY PERSONAL AUTOMOBILE: 48.5 cents per mile

Where public transportation is not available or is available only with an undue loss of time, mileage for your personal automobile is allowed. Where automobile travel is an option and there is adequate public transportation, travel allowance will be made on the basis of the cost of the lowest rail, bus, or air fare available in lieu of the automobile mileage.

SUBSISTENCE: Actual costs for meals, lodging and incidental expenses may be claimed in accordance with the following guidelines:

MEALS: Breakfast \$6.00 Lunch \$10.00 Dinner \$18.00 Total \$34.00

BREAKFAST: To claim breakfast, travel must begin before 6 a.m.

LUNCH: To claim lunch, travel must begin at or before 11 a.m.
No lunch allowance will be paid when travel status is for less than 24 hours.

DINNER: To claim dinner, travel must begin at or before 5 p.m.

FRACTIONAL DAY OF TRAVEL AT END OF TRIP:

Travel must end at or after:

8 a.m. for breakfast to be claimed
2 p.m. for lunch to be claimed
7 p.m. for dinner to be claimed

FOR TRAVEL OF LESS THAN 24 HOURS:

Travel must begin at or before 6 a.m. and end at or after 9 a.m. to claim Breakfast.
Travel must begin at or before 4 p.m. and end at or after 7 p.m. to claim Dinner.
No lunch or incidentals may be reimbursed on travel of less than 24 hours.

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LODGING:

\$84.00 With receipt for actual cost up to \$84.00 plus tax.

\$110.00 With receipt for actual cost up to \$110 plus tax for the counties of Los Angeles and San Diego.

\$140.00 With receipt for actual cost up to \$140 plus tax for the counties of Alameda, San Francisco, San Mateo, and Santa Clara.

INCIDENTALS: \$6.00 for each full 24 period

Incidental expenses include tips, newspapers and magazines, personal telephone calls, laundry and dry cleaning, and whatever small miscellaneous expenses are incurred during the course of travel. No incidental expense reimbursement is allowed for period of less than 24 hours. No receipts are required.

OTHER ALLOWABLE COSTS: Taxi fares, airport shuttle fares, parking, etc. are reimbursable as used in connection with State business, providing original receipts are submitted with the claim.